

DHSS Job Aid 26: Holiday during an Alternative Work Schedule (AWS) or Flex Schedule

PLEASE NOTE: State hospitals will continue to follow schedule/pay procedures.

If an employee works an **Alternative Work Schedule** during a pay period where a state Holiday falls, eSTAR will automatically credit the employee with 7.5 hours for the Holiday. An adjustment will be necessary if the employee is scheduled to work more or less than 7.5 hours on the day of the Holiday.

Please see below for the options allowed by OMB's <u>Alterntiave Work Schedule policy</u> and the eSTAR procedure. http://www.delawarepersonnel.com/policies/alternative_schedule.shtml

Please note these are only options, please be sure to obtain approval from management.

Option 1 - Revert to 7.5 hour schedule

Option 2 – Employee owes additional hours for Holiday; use leave to make up difference

Option 3 – Employee owes additional hours for Holiday; work additional hours to make up difference

Option 4 - Holiday falls on scheduled day off; FLSA covered employees (overtime eligible) MUST change flex day within work week

Option 5 - Holiday falls on scheduled day off; Non FLSA covered employees ONLY (not overtime eligible) add Comp Time

Option 1:

Revert to 7.5 hour schedule.

Procedure 1:

- o The Manager or Auditor can temporarily change the employee's schedule to a 7.5 hour daily schedule.
- o Please follow <u>Job Aid #21 Assigning/Updating Employees Schedule</u>

7.5 hour daily Schedule Template description: S Mon-Fri 7.5

Schedule Generation Source	Manager Override	Schedule Template	Effective Date	Valid Date Range
Schedule Template	✓	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	✓	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	✓	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	\checkmark	FT_75_U_ Schedule 189		09/18/2016 - 10/01/2016
Schedule Template	✓	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	✓	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	✓	Empty		09/18/2016 - 10/01/2016
Schedule Template	✓	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	✓	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	✓	FT_75_U_ Schedule 179		09/18/2016 - 10/01/2016
Schedule Template	✓	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	✓	FT_75_U Schedule 9		09/18/2016 - 10/01/2016
Schedule Template	✓	FT_75_U Schedule 57		09/18/2016 - 10/01/2016
Schedule Template	✓	S Mon-Fri 7.5		09/18/2016 - 10/01/2016
Schedule Template	✓	FT_75_U Schedule 50		09/18/2016 - 10/01/2016
Schedule Template	✓	FT_75_U Schedule 12		09/18/2016 - 10/01/2016

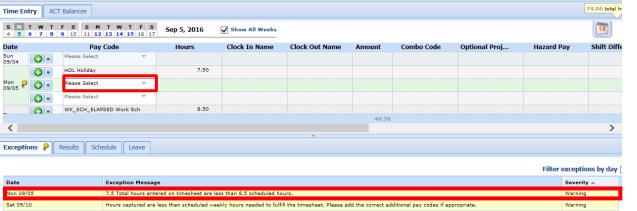


Option 2: Employee owes additional hours for Holiday; use leave to make up difference.

Employee may use **annual leave** or use of **Comp Time** for hours scheduled to work beyond 7.5 hours the holiday. This option is used when the employee will owe hours beyond the 7.5 Holiday credit.

Procedure 2:

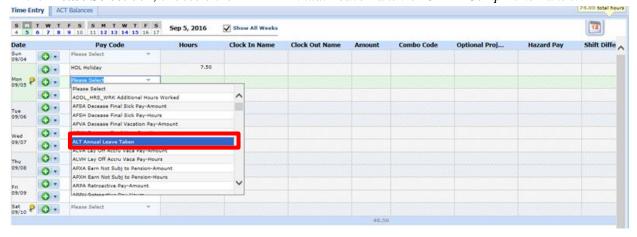
- If the employee's regular schedule is greater than 7.5 hours on a Holiday, he or she may request to use leave to make up the additional time owed.
- If an employee wants to use leave on the Holiday to make up owed time, he/she will not be able to submit a Time Off Request.
- The Manager or Auditor will have to enter the Annual Leave Taken (ALT) or Comp Time Taken (CTT) code directly on the timesheet. Job Aid #16 Timesheet Editing Employee Time and Using Pay Codes



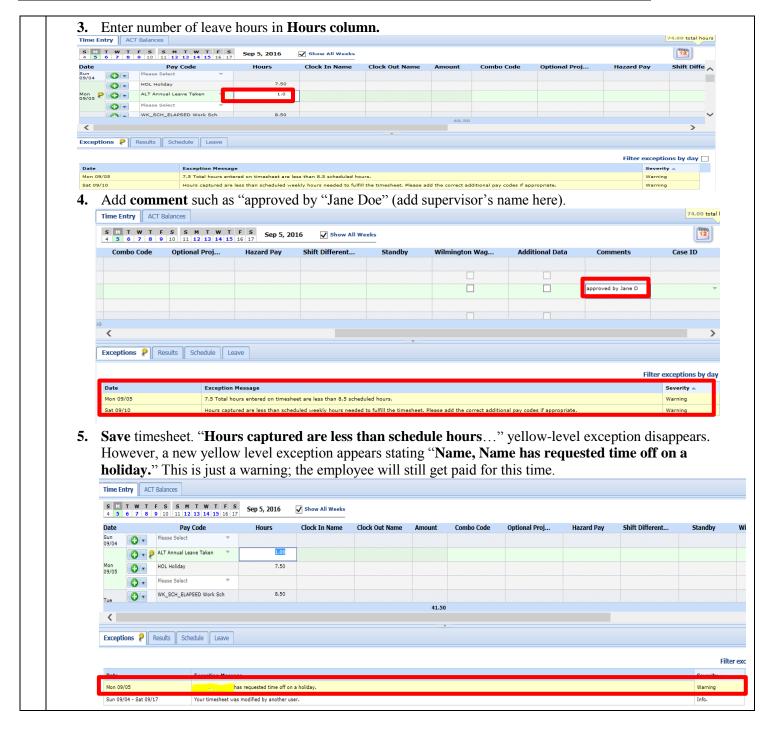
The exception reads: 7.5 Total hours entered on timesheet are less than 8.5 scheduled hours. In this example, the employee owes an additional 1 hour of time to make 75 hours for the pay period.

Steps for Entering Leave Directly on Timesheet:

- 1. Go to date that leave will be entered/used.
- **2.** In the **Please Select** box, choose either ALT Annual Leave Taken or CTT Comp Time Taken.







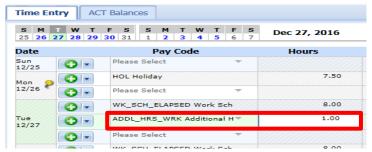


Option 3: Employee owes additional hours for Holiday; work additional hours to make up difference.

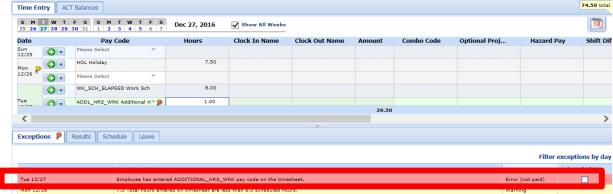
*FLSA Covered (Overtime-eligible) employees may *not* work greater than 40 hours per <u>work week.</u>

Procedure 3:

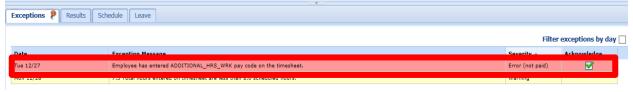
1. Employee enters Additional Hours Worked on timesheet on the day they are worked.



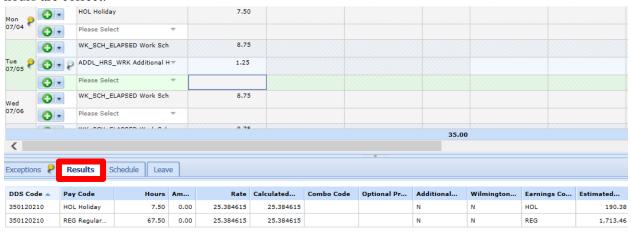
2. Once Additional Hours are entered, a red level exception will appear.



3. Manager acknowledges Additional Hours Worked in exception tab by checking acknowlege box. Save.



4. Once the red level exception has been acknowledged, double check that the Results tab to be sure that the hours are correct.





Option 4: Holiday falls on scheduled day off.

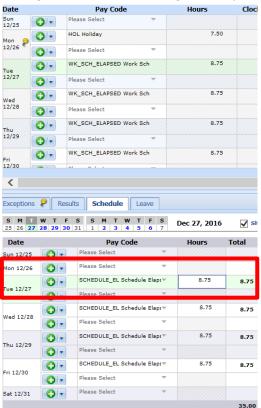
Employees whose Flex day falls on the Holiday will see the following yellow-level exception:

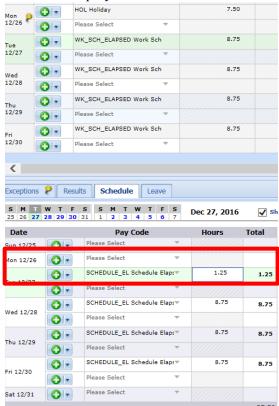
Date Exception Message
Mon 12/26 7.5 hours reported exceed 0.0 scheduled hours for the day.

• **FLSA non-exempt** (Overtime eligible) employees must flex out the extra hours **within the Holiday work week**, otherwise, they will be in an Overtime status.

Procedure 4 (FLSA non-exempt):

o Manager or Auditor can change flex day on schedule tab of employee's timesheet.





- In the example above, the employee's regularly scheduled Flex day is the first Monday of the pay period which is also a Holiday.
- Since the employee is not scheduled for the day the Holiday falls on, he/she can change the day off to another day within the work week.

Steps:

- 1. The Manager or Auditor can go to the bottom of the timesheet and click on the **Schedule** tab.
- 2. Subtract the 7.5 hours of Holiday credit from another day. In the example above, the employee's regular schedule is 8.75 hours per day. (8.75-7.50 = 1.25)
- 3. Enter the 1.25 hours on the day in which the employee would like to make new flex day for this pay period.
- 4. This is a temporary change and will not affect future pay periods.



Option 5:

- ONLY FLSA Exempt (Not Overtime eligible) employees may choose to Comp the additional Holiday hours. If this option is chosen, the employee must use the Comp Time within 30 days of the Holiday.
 - o Auditor adds Comp Time on the <u>last day worked in the pay period.</u>
 - o The Comp Time will need to be added on the last day actually worked in the pay period.
 - o For example, if an employee's regularly scheduled flex day is Friday, November 10, 2017, the Comp Time will need to be entered on Thursday, November 9, 2017 or the last day actually worked in the pay period.
 - O Please see Job Aid #10 How to Enter Comp Time as the Auditor
 - o The Manager must track and assure that the 7.5 hours of Comp Time is used within 30 days